

STATE OF ALABAMA

Information Technology Policy

Policy 910-00: Invitation-to-Bid (ITB)

Products and services for information technology represent a significant portion of the State's technology expenditures each year. In most circumstances, information technology products and services are procured through the State's competitive bid process. It is important for the State to ensure that this process is competitive in nature as defined by state statute and vendors are evaluated in a fair and impartial manner.

OBJECTIVE:

The objective of this policy is to define a standard bid template for agencies to use in the development of competitive bids for information technology products and services under the State purchasing laws. The template will act as a guide for agencies that will include sections and language recognized as best practices in the solicitation of information technology resources.

SCOPE:

This policy applies to all state agencies, boards and commissions with the exception of the Legislative and Judicial branches. This policy does not apply to educational institutions.

RESPONSIBILITIES:

Information Services Division

- Develop and maintain a standard Invitation-to-Bid (ITB) template for information technology equipment and services.

Agency Management, Information Technology Organization

- Use adopted ITB standards and templates when applicable.

ENFORCEMENT:

Authority

State of Alabama Code, Acts 1973, No. 1299, Section 41-4-220 through 41-4-224

State of Alabama Code, Acts 1990, No. 90-553, Section 41-4-280 through 41-4-293

State of Alabama Code, Acts 2001-956, Section 41-16-72

State of Alabama Code, Section 41-16-1 through 41-16-144

Reporting

Non-Compliance

The Chief Information Officer, or State Purchasing Director, will reserve the right to hold or deny an agency's purchasing requests, contract approvals and personnel actions until such time an agency complies fully or partially with this policy.

DEFINITIONS:

The competitive bid law applicable to state government agencies required to purchase goods and services through the Division of Purchasing requires that such goods and services be purchased “by free and open competitive bidding, on sealed bids, to the lowest responsible bidder.” Sealed bids are requested through a document known as an Invitation-to-Bid (ITB). The ITB must be released through the Division of Purchasing (the awarding authority) unless the agency has express statutory authority to conduct its own purchasing activities.

EXEMPTIONS:

- Information technology systems and components with a purchase value less than \$7500
- Information technology systems and components on an existing state contracts
- Sole source procurements approved by State Purchasing

Signed by Jim Burns, Chief Information Officer

Policy History

Version	Release Date	Comments
Original	10/26/2006	